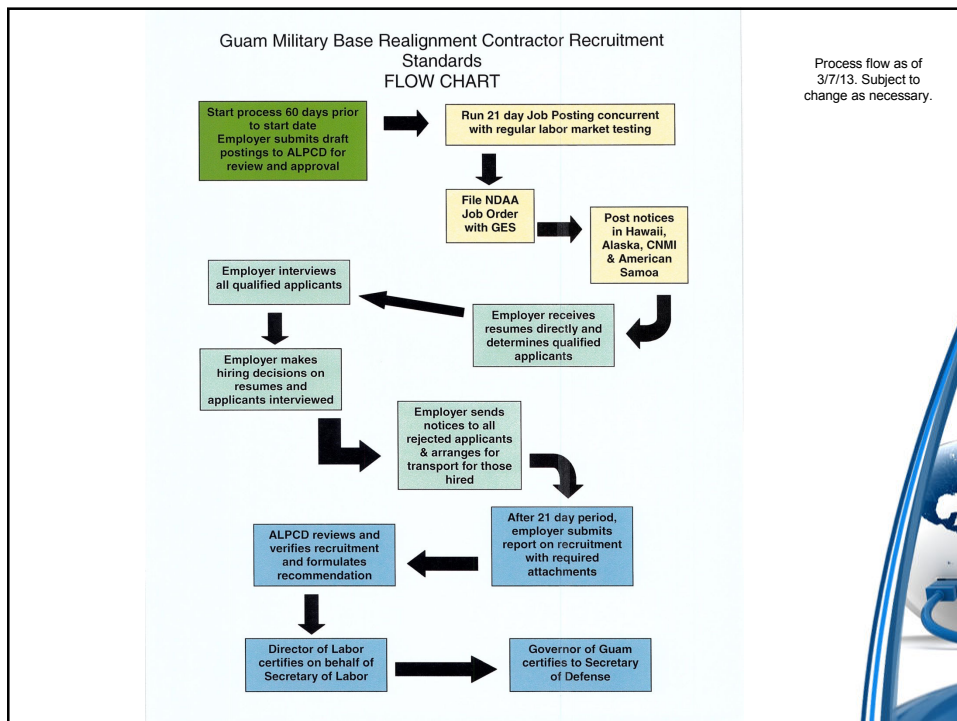


Guam Military Base Realignment Contractor Recruitment Standards

Process to use H-2B
workers on Military Build
Up Projects



SAMPLE POSTING

Notice of Temporary Job Opportunity for Eligible U.S. Workers

Name of Contactor: _____
Send resumes to: _____
Or Email: _____
Contact number: () _____

Area of intended employment: Guam, USA
Work schedule: Monday – Friday from 8am to 5pm
(Weekends and Evening hours, as needed)
Project start/end date: April 1, 2013 to March 31, 2014

30 – CARPENTER

Minimum requirements: Experience: One (1) year; Education: 6th grade
Wage rate: \$13.56 per hour; Overtime: \$20.34 per hr.

Constructs, erects, installs, and repairs structures and fixtures of wood, plywood, and wallboard, using carpenter's hand and power tools, and conforming to local building codes. Reads blueprints, sketches or building plans to determine type of work required and materials needed. Prepares layout, using ruler, framing square and calipers. Marks cutting and assembly lines on materials, using pencil, chalks and marking gauge. Shapes materials to prescribed measurements, using saws, chisels and planes. Verifies trueness of structure with plumb bob and carpenter level. Fits and installs prefabricated window frames, doors, doorframes, weather stripping, interior and exterior trim and finish hardware such as locks.

20 – CEMENT MASON

Minimum requirements: Experience: One (1) year; Education: 6th grade
Wage rate: \$12.97 per hour; Overtime: \$19.31 per hr.

Smooths and finishes surfaces of poured concrete floors, walls, sidewalks, or curbs to specified textures, using hand tools or power tools, including floats, trowels, and screeds. Signals concrete delivery truck to position truck to facilitate pouring concrete. Spreads concrete into inaccessible sections of forms using rakes or shovels. Level concrete to specified depth and workable consistency, using handheld float to bring water to surface and produce soft topping. Lays concrete blocks; mixes cement using shovels, hand tools and mixing machine.

15 – REINFORCING METAL WORKER

Minimum requirements: Experience: One (1) year; Education: 6th grade
Wage rate: \$12.56 per hour; Overtime: \$18.84 per hr.

Positions and secures steel bars in concrete forms to reinforce concrete. Determines numbers, sizes, shapes and locations of reinforcing rods from blueprints, sketches or oral instructions. Selects and places rods in forms and spacing, and fasten them together using wire and pliers. Cuts bars to required lengths using hacksaw, bar cutters or acetylene torch. Bend steels rods with hand tools or rod bending machine. Reinforce concrete with wire mesh. Weld reinforcing bars together using arc welding equipment.

Benefits: Round-trip airfare for off-island hire; Food and lodging provided
@ \$320.00 per month; Local transportation to/from jobsite;
Employer/employee-paid commercial medical insurance offered.

Posting Locations

- Alaska, Hawaii, American Samoa & CNMI

Note: Alaska is not noted on the conference handout. Post at: www.jobs.state.ak.us

- Guam Job Bank / National Labor Exchange (NLX) System
 - California, Washington & Oregon will automatically receive the posting through NLX.
 - Posting for Guam area accomplished by Guam Job Bank posting
 - Posting on Internet Job Bank which is national in scope is accomplished

ALL POSTINGS MAY BE ACCOMPLISHED VIA INTERNET

Handling of Applicants

- Unlike regular recruitment, all applications go directly to the employer
- Employer's conduct interviews and provide results at the close of the recruitment period but no later than 30 days prior to the worker's start date
- A recruitment report must be submitted to ALPCD at:
ndaa.recruitment@dol.guam.gov

Recruitment Report Requirements:

Report must include:

1. Copies of all job postings for each required area
2. Dates of the posting and the job order number or requisition number
3. How responses to each posting was handled:
 - a) The number of applicants who responded to each posting
 - b) The name of each applicant and position each applicant applied for
 - c) The final employment determination for each applicant
 - d) For each applicant NOT hired, the job-related reason for the rejection of the applicant, which includes a comparison of the applicant's skills against the terms listed in the job posting.

SAMPLE RECRUITMENT RESULTS

(DATE)

Email to: ndaa.recruitment@dol.guam.gov

From: (Name of Employer)

Subject: **Guam Military Realignment Contractor
Recruitment Period Report**

Name of Internet job bank: www.jobs.state.ak.us (ALASKA)
via US.jobs

CARPENTER

Minimum requirements: Experience: One (1) year; Education: 6th grade

Wage rate: \$13.56 per hour; Overtime: \$20.34 per hr.

Constructs, erects, installs, and repairs structures and fixtures of wood, plywood, and wallboard, using carpenter's hand and power tools, and conforming to local building codes. Reads blueprints, sketches or building plans to determine type of work required and materials needed. Prepares layout, using ruler, framing square and calipers. Marks cutting and assembly lines on materials, using pencil, chalks and marking gauge. Shapes materials to prescribed measurements, using saws, chisels and planes. Verifies trueness of structure with plumb bob and carpenter level. Fits and installs prefabricated window frames, doors, doorframes, weather stripping, interior and exterior trim and finish hardware such as locks.

Posted/Advertised on:

March 1, 2013

Job order or requisition number:

Responses were as follows:

Number of job applications received: 10

Name of Applicant	Position	Employment Determination <small>(For U.S. applicants not hired, a description of the specific, valid, job-related reason for rejecting the applicant for employment, which includes a comparison of the job applicant's skills and experience against the terms listed in the original job posting.)</small>
John Doe	Carpenter	Applicant was not hired; applicant's experience listed does not meet the minimum requirement of 1 year as a Carpenter.
Jane Doe	Carpenter	Applicant declined job offer; applicant was interviewed on 04/16/12, however, stated that she accepted employment elsewhere. Please see attached email.

ALPCD Action & Adjudication

- ALPCD will review the report submitted, and a determination of recommended action will be prepared for the Director of Labor and Governor of Guam.
- This determination may affect the number of H-2B workers initially requested by an employer.
- The Governor of Guam will certify to the Secretary of Defense that an employer has met the USDOL Guam Military Base Realignment Contractor Recruitment Standards.

Additional Guidance

- Consult with ALPCD caseworkers before starting recruitment to avoid duplication or errors that may delay the process.
- You may refer to Federal Register Vol 78, No. 5, January 8, 2013 for full description on requirements.



Thank You

ALPCD

Guam Department of Labor